

**APPENDIX I**  
**State Motor Vehicle Disposition**

**.01    STATE MOTOR VEHICLE DISPOSITION**

These procedures apply primarily to automobiles, vans, light and heavy duty trucks, motorcycles and other such equipment contrived for conveying passengers or objects. Disposition of all other motor vehicles will be addressed on a case by case basis.

Disposition of State vehicles shall be authorized by the Department of Budget & Management (DBM) State Fleet Administrator prior to disposition of the vehicle. In accordance with COMAR .04.01.03 the method of disposition shall be determined by the Department of General Services (DGS).

Disposal of vehicles is to be completed by the custodial agency in accordance with the following Department of General Services, Inventory Standards and Supports Services Division (ISSSD) vehicle disposition procedures:

**A.    OPERABLE VEHICLES APPROVED FOR TRADE-  
IN/REPLACEMENT** by DBM shall be taken by the custodial agency to an auction or sales site designated by ISSSD.

1.    An Excess Property Declaration (DGS-950-9) **WILL NOT** be submitted when operable vehicles are disposed of by this method.

In lieu of an Excess Property Declaration, the custodial agency shall submit a Request/Requisition to Replace Motor Vehicle Form either electronically through the Financial Management Information System, (See Exhibit 6) or a manual form (DBM/FAU-1FY2003). (See Exhibit 5)

- a.    The electronic version will be approved electronically by DBM and then forwarded to ISSSD.
  - b.    The manual form must be submitted to DBM for approval and then forwarded to ISSSD.
2.    Once the Request to Replace Motor Vehicle Form is received, ISSSD will issue a **VEHICLE CHANGEOVER AUTHORIZATION/ DISPOSAL ORDER** (See Exhibit 4) for each vehicle listed on the **REQUEST/REQUISITION TO REPLACE MOTOR VEHICLES** form.

The **Vehicle Changeover Authorization/Disposal Order** is authorization for the agency to dispose of the vehicle(s) as well as the auction/sales site authorization to accept the vehicle(s) for sale.

The Vehicle Changeover Authorization/Disposal Order is a four part (no carbon required) form. The original, the yellow and pink copy, will accompany the vehicle and other required items such as title, keys and odometer statement to the auction/sales site. The third goldenrod copy will be retained by ISSSD.

When the vehicle is delivered to the auction/sales site, the receipt portion of the form will be signed by a representative of the auction/sales site. After the receipt portion is signed, the white and pink copy will be retained by the receiver of the vehicle and the yellow copy will be retained by the agency. The pink copy will be returned to ISSSD by the auction/sales site notifying ISSSD of the delivery.

**THE VEHICLE CHANGEOVER AUTHORIZATION/DISPOSAL ORDER MAY BE COPIED FOR INTERNAL USE, BUT MAY NOT BE COPIED OR ALTERED TO DISPOSE OF ANY OTHER VEHICLE.**

- a. The **Vehicle Changeover Authorization/Disposal Order** will be mailed by ISSSD to the agency fleet manager prior to new car changeover.
- b. The **Vehicle Changeover Authorization/Disposal Order** issued by ISSSD should be kept with the vehicle title and **MUST ACCOMPANY** the vehicle to the auction/sales site at time of disposal.

Vehicles driven to the auction/sales site without the original, yellow) and pink of the Vehicle Changeover Authorization/ Disposal Order **WILL NOT BE ACCEPTED** at the site. **PHOTOCOPIES OR FAX COPIES ARE NOT ACCEPTABLE.**

- c. Vehicles will not be left at the auction/sales site without the proper paperwork.

**In the event vehicles are left without the proper paperwork being completed they may be towed back to the agency at the agency's expense.**

3. **VEHICLE CHANGES / SUBSTITUTIONS**

In the event the custodial agency decides to substitute another vehicle in place of one initially approved by DBM the custodial agency fleet manager must:

- a. Notify DBM in writing via letter/memo of the:
  - i. Vehicle description (year, make, model, odometer, etc.) of the vehicle they want to substitute and justification for substituting the vehicle.
  - ii. Include vehicle description (year, make, model, odometer, DGS Control Number, if known, etc.) of the vehicle which was originally approved by DBM to be disposed of.
  - iii. Receive written approval from DBM for the substitute.
- b. Forward letter/memo, DBM approval and the original Vehicle Changeover Authorization/Disposal Order to ISSSD.
- c. Upon receipt of this information, ISSSD will forward a **NEW Vehicle Changeover Authorization/Disposal Order** to the agency fleet manager for the substitution vehicle to be disposed of.

4. At the time ISSSD issues the **Vehicle Changeover Authorization/Disposal Order** it is assumed that the vehicle is operable.

In the event the vehicle becomes inoperable prior to the time of disposal, the agency should follow instructions in **Section .01 B. INOPERABLE VEHICLES APPROVED FOR TRADE-IN/REPLACEMENT** of this Appendix.

5. The following **MUST BE COMPLETED** by the custodial agency before the vehicle can be delivered to the auction or sales site:
- a. Vehicle must be cleaned inside and out.
  - b. All emblems and any identifying State markings must be removed from the vehicle.
  - c. State license tags removed from the vehicle at the time of transfer and retained by the custodial agency.
  - d. All State owned equipment (radios, telephones,

emergency lights, etc.) must be removed from the vehicle.

6. The following **MUST ACCOMPANY** the vehicle when delivered to the auction or sales site:
  - a. **Original, yellow and pink copy of** of the Vehicle Changeover Authorization/Disposal Order.
  - b. Vehicle Title. **NOTE: Title must be in the name of the agency to which funds from the sale of the vehicle will be forwarded.**
  - c. Odometer Disclosure Statement - (See Exhibit 7)
  - d. Vehicle Keys.
7. The following **IS REQUIRED** by the custodial agency after the vehicle is delivered to the auction or sales site:
  - a. At the time the vehicle is taken out of service, the vehicle fueling card (if applicable) for the Statewide Fuel Dispensing System shall be removed from the vehicle and returned to the agency fleet manager.  
  
The agency fleet manager must return the vehicle fueling card to Commercial Fuel Systems within 14 days. **DO NOT DESTROY THE CARD.**
  - b. The receipt portion of the Vehicle Changeover Authorization/Disposal Order must be signed by a representative of the auction site or sales site. The original and pink copy will be retained by the auction/sales. The yellow copy will be retained by the agency for record purposes.
  - c. Agency internal procedures should be followed regarding transfer of PHH Maintenance cards and toll ticket books.
8. After the vehicle is sold, ISSSD will instruct the custodial agency to remove the vehicle from its property records.

- B. IN-OPERABLE VEHICLES APPROVED FOR TRADE-IN/REPLACEMENT** by DBM shall be transported to an auction or sales site designated by ISSSD. Transport arrangements will be made by ISSSD.

1. The agency fleet manager will contact ISSSD by telephone when it becomes necessary to have an inoperable vehicle transported to the auction or sales site.
2. When reporting the inoperable vehicle, the agency fleet manager must refer to the **DGS Control No.** located on the **Vehicle Changeover Authorization/Disposal Order** previously issued by ISSSD.
3. Upon receipt of this information ISSSD will make the necessary arrangements to have the vehicle transported.
4. The transport company will contact the appropriate person within the agency by telephone to make arrangements to pick up the vehicle.
5. It is the responsibility of the Agency Fleet Manager to ensure that all requirements listed below are met for vehicles being transported to an auction or sales site:
  - a. The **original, yellow and pink copy** of the Vehicle Changeover Authorization/Disposal Order, title, odometer disclosure statement and vehicle keys shall be given to the transport or tow operator. The operator will sign the receipt portion of the form and return the yellow copy to the agency. The original and pink copy shall accompany the vehicle.
  - b. State license tags must be removed prior to transporting the vehicle and retained by the custodial agency.
  - c. All State owned equipment (radios, telephones, emergency lights, etc.) must be removed from the vehicle prior to transport.
  - d. The vehicle fueling card (if applicable) for the Statewide Fuel Dispensing System shall be removed from the vehicle and returned to the agency fleet manager prior to transport.

The agency fleet manager must return the vehicle fueling card to Commercial Fuel Systems within 14 days. **DO NOT DESTROY THE CARD.**
  - e. The agency is responsible for the removal of all emblems and any identifying State markings from the vehicle either before the vehicle is transported or as soon as possible thereafter at the auction or sales site.

- f. Agency internal procedures should be followed regarding transfer of PHH Maintenance cards and toll ticket books.
6. After the vehicle is sold, ISSSD will instruct the agency to remove the vehicle from its property records.

**C. OPERABLE VEHICLES NOT SCHEDULED FOR TRADE-IN/REPLACEMENT**

but considered excess property to the agency and approved for disposal by DBM (fleet downsizing) shall be taken to an auction or sales site designated by ISSSD.

1. An Excess Property Declaration (DGS-950-9) shall be submitted to ISSSD prior to disposal.
2. Written approval from DBM to dispose of the vehicle shall accompany the Excess Property Declaration (DGS-950-9).
3. Upon receipt of this information ISSSD shall forward a **Vehicle Changeover Authorization/Disposal Order** (See Exhibit 4) to the custodial agency with disposal instructions, or ISSSD may instruct the agency to obtain bids to sell the vehicle to the highest bidder, if it is in the best interest of the State. See Section G of this Appendix regarding vehicles sold to the highest bidder.
4. The following **MUST BE COMPLETED** by the custodial agency before the vehicle can be delivered to the auction or sales site:
  - a. Vehicle must be cleaned inside and out.
  - b. All emblems and any identifying State markings must be removed from the vehicle.
  - c. State license tags removed from the vehicle at the time of transfer and retained by the custodial agency.
  - d. All State owned equipment (radios, telephones, emergency lights, etc.) must be removed from the vehicle.
5. The following **MUST ACCOMPANY** the vehicle when delivered to the auction or sales site:
  - a. **The original, yellow and pink copy** of the Vehicle Changeover Authorization/Disposal Order.

- b. Vehicle Title. **NOTE: Title must be in the name of the agency to which funds from the sale of the vehicle will be forwarded.**
  - c. Odometer Disclosure Statement - (See Exhibit 7)
  - d. Vehicle Keys.
6. The following **IS REQUIRED** by the custodial agency after the vehicle is delivered to the auction or sales site:
- a. At the time the vehicle is taken out of service, the vehicle fueling card (if applicable) for the Statewide Fuel Dispensing System shall be removed from the vehicle and returned to the agency fleet manager.  
  
The agency fleet manager must return the vehicle fueling card to Commercial Fuel Systems within 14 days. **DO NOT DESTROY THE CARD.**
  - b. The receipt portion of the Vehicle Changeover Authorization/Disposal Order must be signed by a representative of the auction site or sales site. The original and pink copy will be retained by the auction/sales site. The yellow copy will be retained by the agency for record purposes.
  - c. Agency internal procedures should be followed regarding transfer of PHH Maintenance cards and toll ticket books.
7. After the vehicle is sold, ISSSD will instruct the agency to remove the vehicle from its property records.

- D. INOPERABLE VEHICLES INVOLVED IN AN ACCIDENT** and approved for disposal by DBM shall be transported to an auction or sales site designated by ISSSD. Transport arrangements will be made by ISSSD.

**To avoid storage charges whenever an inoperable vehicle has been towed to a garage, repair estimates should be obtained as quickly as possible, and initially reported by telephone to the State Fleet Administrator, and the State Treasurer's Office. In order to expedite the process, the agency should fax the Excess Property Declaration (DGS-950-9) and DBM approval to ISSSD and await disposal instructions.**

1. Agencies should follow current policies in effect by the State Treasurer's Office with regard to State vehicles involved in accidents.
2. An Excess Property Declaration (DGS-950-9) shall be submitted to ISSSD prior to disposal.
3. Written approval from the DBM to dispose of the vehicle shall accompany the Excess Property Declaration (DGS-950-9).
4. Upon receipt of this information ISSSD shall forward a **Vehicle Changeover Authorization/Disposal Order** (See Exhibit 4) to the custodial agency with disposal instructions, or ISSSD may instruct the agency to obtain bids to sell the vehicle to the highest bidder, if it is in the best interest of the State. See Section G of this Appendix regarding vehicles sold to the highest bidder.
5. Upon receipt of this information ISSSD will make the necessary arrangements to have the vehicle transported.
6. The transport company will contact the appropriate person within the agency by telephone to make arrangements to pick up the vehicle.
7. It is the responsibility of the Agency Fleet Manager to ensure that all requirements listed below are met for vehicles being transported to an auction or sales site:
  - a. **The original, yellow and pink copy** of the Vehicle Changeover Authorization/Disposal Order, title, odometer disclosure statement and keys shall be given to the transport or tow operator. The operator will sign the receipt portion of the form and return the yellow copy to the agency. The original (white) copy and pink copy shall accompany the vehicle.
  - b. State license tags must be removed prior to transporting the vehicle and retained by the custodial agency.
  - c. All State owned equipment (radios, telephones, emergency lights, etc.) must be removed from the vehicle prior to transport.
  - d. The vehicle fueling card (if applicable) for the Statewide Fuel Dispensing System shall be removed from the vehicle and returned to the agency fleet manager prior to transport.



The agency fleet manager must return the vehicle fueling card to Commercial Fuel Systems within 14 days of pickup. DO NOT DESTROY THE CARD.

- e. All emblems and any identifying State markings must be removed from the vehicle either before the vehicle is transported or as soon as possible thereafter at the auction or sales site.
  - f. Agency internal procedures should be followed regarding transfer of PHH Maintenance cards and toll ticket books.
8. After the vehicle is sold, ISSSD will instruct the agency to remove the vehicle from its property records.

**E. INOPERABLE VEHICLES NOT INVOLVED IN AN ACCIDENT** but are damaged beyond economical repair and approved for disposal by DBM shall be transported to an auction or sales site designated by ISSSD. Transport arrangements will be made by ISSSD.

**To avoid storage charges whenever an inoperable vehicle has been towed to a garage, repair estimates should be obtained as quickly as possible, and initially reported by telephone to the State Fleet Administrator. In order to expedite the process, the agency should fax the Excess Property Declaration (DGS-950-9) and DBM approval to ISSSD and await disposal instructions.**

- 1. An Excess Property Declaration (DGS-950-9) shall be submitted to ISSSD prior to disposal.
- 2. Written approval from DBM to dispose of the vehicle shall accompany the Excess Property Declaration (DGS-950-9).
- 3. Upon receipt of this information ISSSD shall forward a **Vehicle Changeover Authorization/Disposal Order** (See Exhibit 4) to the custodial agency with disposal instructions, or

ISSSD may instruct the agency to obtain bids to sell the vehicle to the highest bidder, if it is in the best interest of the State. See Section G of this Appendix regarding vehicles sold to the highest bidder.

- 4. Upon receipt of this information ISSSD will make the necessary arrangements to have the vehicle transported.
- 5. The transport company will contact the appropriate person within the agency by telephone to make arrangements for pick up of the vehicle.

6. It is the responsibility of the Agency Fleet Manager to ensure that all requirements listed below are met for vehicles being transported to an auction or sales site:
  - a. **The original, yellow and pink copy** of the Vehicle Changeover Authorization/Disposal Order, title, odometer disclosure statement and keys shall be given to the transport or tow operator. The operator will sign the receipt portion of the form and return the yellow copy to the agency. The original and pink copy shall accompany the vehicle.
  - b. State license tags must be removed prior to transporting the vehicle and retained by the custodial agency.
  - c. All State owned equipment (radios, telephones, emergency lights, etc.) must be removed from the vehicle prior to transport.
  - d. The vehicle fueling card (if applicable) for the Statewide Fuel Dispensing System shall be removed from the vehicle and returned to the agency fleet manager prior to transport.

The agency fleet manager must return the vehicle fueling card to Commercial Fuel Systems within 14 days of pickup. **DO NOT DESTROY THE CARD.**
  - e. All emblems and any identifying State markings must be removed from the vehicle either before the vehicle is transported or as soon as possible thereafter at the auction or sales site.
  - f. Agency internal procedures should be followed regarding transfer of PHH Maintenance cards and toll ticket books.
7. After the vehicle is sold, ISSSD will instruct the agency to remove the vehicle from its property records.

**F. DISMANTLING VEHICLES FOR SPARE PARTS** (Cannibalize)  
ISSSD may approve requests to dismantle a vehicle for spare parts. For complete procedures for dismantling refer to Section IV .05 D. of the DGS Inventory Control Manual, Rev 7/03.

1. An Excess Property Declaration (DGS-950-9) shall be submitted to ISSSD **PRIOR** to dismantling.
2. Written approval from DBM to dispose of the vehicle shall accompany the Excess Property Declaration (DGS-950-9).

3. Upon receipt of this information ISSSD will review the information, forward an Excess Property Disposal Order (DGS-950-11) and notify the custodial agency in writing of the approval or rejection.
4. After the vehicle is dismantled the custodial agency will:
  - a. Complete Section A: of the Excess Property Disposal Order (DGS-950-11) certifying that and certify that the vehicle was dismantled and
  - b. Attach an itemized list of the salvaged components to the Excess Property Disposal Order (DGS-950-11) and
  - c. Forward all information to ISSSD.
5. At the time the vehicle is taken out of service, the vehicle fueling card (if applicable) for the Statewide Fuel Dispensing System shall be removed from the vehicle and returned to the agency fleet manager.

The agency fleet manager must return the vehicle fueling card to Commercial Fuel Systems within 14 days. DO NOT DESTROY THE CARD.
6. State license tags shall be removed from the vehicle at the time of dismantling and returned to the Motor Vehicle Administration.
7. The vehicle title shall be returned to the Motor Vehicle Administration stating that the vehicle was dismantled for spare parts.
8. After the vehicle is dismantled and all necessary documentation has been received by ISSSD, ISSSD will instruct the agency to remove the vehicle from its property records.
9. **If the request to dismantle is denied ISSSD shall forward an Excess Property Disposal Order (DGS-950-11) to the custodial agency with disposal instructions.**

**G. VEHICLES AUTHORIZED TO BE SOLD TO THE HIGHEST BIDDER** - If it is determined to be in the best interest of the State, ISSSD may instruct the custodial agency to sell the vehicle to the highest bidder.

**PREFERENTIAL SALES TO STATE EMPLOYEES ARE FORBIDDEN (SECTION IV, .08, A. AND B.)**

State Motor Vehicle Inspection Laws prohibit the State from selling vehicles directly to the public. Bids shall be accepted from licensed used vehicle or scrap dealers.

1. An Excess Property Declaration (DGS-950-9) shall be submitted to ISSSD prior to disposal.
2. Written approval from DBM to dispose of the vehicle shall accompany the Excess Property Declaration (DGS-950-9).
3. Request for bids shall be solicited in writing from at least three prospective bidders in the private sector. All three bids shall be forwarded to DGS/ISSSD for review. Before approving the sale, ISSSD may instruct the custodial agency to obtain additional bids or have the vehicle towed to an alternate site and sold.
4. The solicitation document shall state that the vehicle is being sold **"as is - where is"** with no implied warranties.
5. Upon receipt of the bid information, ISSSD shall forward an Excess Property Disposal Order (DGS-950-11) to the custodial agency with disposal instructions.
6. At the time the vehicle is taken out of service, the vehicle fueling card (if applicable) for the Statewide Fuel Dispensing System shall be removed from the vehicle and returned to the agency fleet manager.

The agency fleet manager must return the vehicle fueling card to Commercial Fuel Systems within 14 days. DO NOT DESTROY THE CARD.

7. Title and keys shall be turned over to the successful highest bidder.
8. State license tags shall be removed from the vehicle at the time of transfer and retained by the custodial agency.
9. The Excess Property Disposal Order (DGS-950-11) with Section A: completed and a copy of the check and transfer documents for the sale of the vehicle shall be forwarded to ISSSD. (Transfer documents can consist of completed Bill of Sale or copy of the title with transfer section completely filled in.)
10. After the vehicle is sold and all required documentation is received, ISSSD will instruct the agency to remove the vehicle from its property records.

- H. **VEHICLE TRANSFERS** - After DBM approval to transfer the vehicle is received, follow procedures in Section IV .04 A. B. of the DGS Inventory Control Manual, Rev. 7/03.

In addition to the above listed procedures the following is required by the custodial agency prior to transfer:

1. The vehicle fueling card (if applicable) for the Statewide Fuel Management Systems must be returned to the fleet manager.

The agency fleet manager must return the vehicle fueling card to Commercial Fuel Systems within 14 days of transfer.

**DO NOT DESTROY THE CARD.**

2. State license tags must be removed from the vehicle prior to transfer or transferred to the accepting agency through MVA.
3. Vehicle title transferred and keys turned over to the agency the vehicle is being transferred to.

**NOTE: Accepting agency should then apply for a new vehicle fueling card (if applicable) and have title and state license tags transferred to the new custodial agency's name through MVA.**

- I. **VEHICLE DONATIONS** - After DBM approval to dispose of the vehicle is received, follow procedures in Section IV .05 G. of the DGS Inventory Control Manual, Rev. 7/03.

In addition to the above listed procedures the following is required by the custodial agency prior to donation:

1. The vehicle fueling card (if applicable) for the Statewide Fuel Management System must be returned to the fleet manager.

The agency fleet manager must return the vehicle fueling card within 14 days of the donation to Commercial Fuel Systems.

**DO NOT DESTROY THE CARD.**

2. State license tags removed from the vehicle prior to donation and returned to the Motor Vehicle Administration.
3. Vehicle title transferred and keys given to the appropriate donee.

**J. MISSING AND STOLEN VEHICLES** - Refer to Section V of the DGS Inventory Control Manual, Rev. 7/03.

In addition to the above listed procedures the following is required by the custodial agency when a vehicle is missing or stolen:

1. Report without delay to Commercial Fuel Systems that the vehicle fueling card (if applicable) for the Statewide Fuel Management System is missing/stolen. Commercial Fuel Systems should be contacted as soon as it is known that the fuel card is missing or stolen.
2. Report to MVA that the state license tags are missing/stolen.